

**Kansas Department for Aging and Disability Services
Board of Adult Care Home Administrators
Meeting of December 14, 2012**

The Board of Adult Care Home Administrators met Friday, December 14, 2012 at 1:00 p.m. in Classroom B of the Kansas National Education Association Building, 715 SW 10th, Topeka, Kansas.

<u>Members Present</u>	<u>Staff Present</u>	<u>Others Present</u>
Amy Hoch Altwegg Wanda Bonnel Bill Boldridge K. J. Langlais Dr. Bryant Lesia Henry	Steve Irwin Brenda Kroll Lisa Mendoza	Phyllis Kelly, KACE

1. Call Meeting to Order

Amy Hoch Altwegg, Chair, called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:20 p.m.

2. Minutes of Meeting

A. 06/08/2012

The June 8, 2012 minutes were carried over from the September 14, 2012 meeting because there was not a quorum. Chair Hoch Altwegg called for comments or corrections to the minutes from the June 8, 2012 meeting of the Board of Adult Care Home Administrators. It was noted that Lesia Henry and Wanda Bonnel had been in attendance at the meeting so their names need to be added to the minutes.

ACTION: Dr. Bryant moved the minutes of the 06/08/2012 meeting of BACHA be approved as amended. The motion was seconded by K. J. Langlais and carried.

B. 09/14/2012

Chair Hoch Altwegg called for comments or corrections to the minutes from the September 14, 2012 meeting of the Board of Adult Care Home Administrators.

ACTION: Dr. Bryant moved the minutes of the 09/14/2012 meeting of BACHA be approved as presented. The motion was seconded by K. J. Langlais and carried.

3. HOC Move – Governor’s ERO Update

Steve Irwin reported that in compliance with the Governor’s Executive Reorganization Order #41, the Health Occupations Credentialing Section was transferred from the Kansas Department of Health and Environment to the newly formed Kansas Department for Aging and Disability Services effective July 1, 2012. Staff made a physical move from 1000 SW Jackson to the New England Building, 503 S Kansas Avenue in July as well. There will be a second physical move to the Docking State Office Building in the Spring of 2013. Mr. Irwin reported that the unit remains short staffed and noted that a

new employee will start work on December 26 and a second position has been approved to be filled. With those two positions being filled the total employee count will be up to seven from the original 15 positions.

4. Reports

A. NAB Test Results

Brenda Kroll provided the NAB report for the third quarter of 2012. Ms. Kroll noted that a total of 19 candidates tested with 15 of those passing for a 68.95% pass rate. This was a significant increase in pass rate from the 35% pass rate for the first quarter and 64% pass rate for the second quarter of 2012.

B. Temporary License Report

Ms. Kroll provided the temporary license report for the time frame beginning July 1, 2012 through November 30, 2012. It was noted that a total of eight individuals had been issued temporary licenses during that time period. Four of those have since gained full licensure, two are completing their AIT experiences, and two served in interim only roles.

5. NAB Candidates Requesting Exceptions Allowing Testing More than 12 Mos after Completing AIT

A. Candidate Completed AIT 2005

This is a carryover item from the September 14, 2012 meeting. The candidate completed their AIT experience in 2005, submitted a license application in June 2012, has a college transcript on file and passed the state exam. The candidate's letter of request was reviewed and considered by the Board members.

B. Candidate Completed AIT 2003

This candidate held a temporary Administrator license in Kansas from May 2002 through January 2003, passed their state exam in 2002, completed their AIT experience in 2003 and has a college transcript on file. The candidate submitted a resume which was reviewed and considered by the Board.

C. Candidate Completed AIT 1999

This candidate completed their AIT experience in 1999 and has a college transcript on file. The letter of request was reviewed and considered by the Board.

Board discussion included why the regulations were changed to require candidates test within 12 months of completing their AIT. There was extensive review including public comment prior to the regulations being implemented. The regulations have been in effect for over 14 months. Discussion also involved the changes in the field of long term care including payment structures, the patient population, survey processes, etc.

ACTION: Dr. Bryant moved that the three requests for exceptions to the 12 month time limit be denied. The motion was seconded by K. J. Langlais and carried unanimously.

6. License Applicant Update

NAB Invalidated the Test Score

Ms. Kroll provided an update concerning the candidate who had originally passed the NAB exam but had their NAB test score invalidated by NAB because of a comment

about their test experience which was posted by the candidate on a website. In addition, the candidate would remain ineligible to take the exam again for 180 days from the date of the notice. After 180 days the candidate could reapply to test.

The candidate contacted Ms. Kroll advising that the 180 day time frame is nearing completion and the candidate plans to reapply to take the NAB exam. Ms. Kroll will provide an update to the Board as the candidate continues through the licensure process.

7. ANE Investigation & Reporting Process Recommended Guidelines Document

This was a carryover item to be discussed after the July 1, 2012 effective date of the Governor's ERO 41. A workgroup was to meet to review the document. The workgroup has not yet met.

Ms. Kroll will invite representatives from the following to serve on the workgroup:

- KDADS, Survey, Certification, Credentialing staff such as Mary Jane Kennedy and Vera VanBruggen;
- Chair Hoch Altwegg
- KACE, KHCA, LeadingAge Kansas, KABC and any other professional associations interested.

Ms. Kroll will contact members to schedule a meeting for late January or early February 2013. The results of the meeting will be presented to the full Board at their March meeting.

8. Letters of Exemplary Performance and Zero Deficiency Letters

Mr. Irwin read excerpts from two zero deficiency letters for: Kristin MacDonald, Dooley Center, Atchison and for Robert Salierno, Claridge Court, Prairie Village.

9. Other Business

Tentative meeting dates for 2013 were set for: March 8, June 14, September 13 and December 13, 2013 all to begin at 1:00 p.m. with the Complaint Investigative Committee meetings the same dates beginning at 11:00 a.m. Ms. Kroll noted the meeting dates for the Board meetings are posted on the BACHA web page.

11. Public Comment

Phyllis Kelly of KACE advised the Board that she is retiring and this BACHA meeting will be the last she attends as a representative of KACE. Ms. Kelly reported that a total of 114 AITs have completed the KACE program since its beginning June 1, 2009. The KACE candidates have an average pass rate of 80% for their first test attempt.

Ms. Kelly expressed her appreciation to the Board noting their cooperation, objectivity and fairness. The Board wished Ms. Kelly well in her retirement.

Adjourn

The meeting adjourned at 2:15 p.m.